



Australian Government

Department of Education, Employment and Workplace Relations

LGAWORK303A Prepare site for new operational works

Release 2

LGAWORK303A Prepare site for new operational works

Modification History

LGAWORK303A Release 2: Layout adjusted.

LGAWORK303A Release 1: Primary release.

Unit Descriptor

This unit covers establishing a project site at the commencement of works.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Establish site facilities	1.1 Amenities and/or areas for storage of tools, equipment and materials are set up and are convenient to the work area. 1.2 Site security is established to protect assets during works. 1.3 Work site is signed to meet occupational health and safety requirements. 1.4 Site facility area is maintained in accordance with environmental and safety standards.
2 Prepare works area	2.1 Survey levels and lines are set out according to plans and specifications. 2.2 Identified services are located and tagged for relocation, termination or suspension. 2.3 Required demolition and clearing is undertaken and materials are removed according to specifications.
3 Plan and prepare works	3.1 Location of works elements is identified from site plans. 3.2 Sequence of work is determined from drawings and instructions. 3.3 Appropriate tools, equipment and materials are selected in quantities necessary for the tasks. 3.4 Personal protective equipment is correctly selected, used and maintained.
4 Undertake site close-down	4.1 Site area is cleaned and rehabilitated on decamping.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- surveying
- interpreting plans
- calculating weights, volume, ratio and quantities
- planning and organising
- prioritising and scheduling
- interpreting plans and sequencing work

Required Knowledge

- council policies and procedures
- plant and equipment functions
- materials technology
- local geographical soil structure
- state and local environmental requirements

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit must be demonstrated.
Critical aspects of evidence to be considered	Site is prepared for efficient, safe and secure undertaking of project. Site is prepared to protect assets in accordance with council and state environmental standards.
Context of assessment	May be assessed: • on the job • simulated workplace environment • written assignment • short-answer test • oral questioning • observation • or any combination of the above
Relationship to other units(prerequisite or co-requisite units)	To enable holistic assessment this unit may be assessed with other units that form part of the job role.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	In accordance with a range of variable requirements.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

- Equipment*** may include:
- tripods
 - tribachs
 - theodolite
 - prisms
 - steel bands
 - rods
 - plumb bobs
 - angular measuring devices
 - distance measuring
 - total station data recorders
 - data downloaders
- Survey*** may include:
- construction
 - subdivision
 - route location and earthworks
 - topographic
 - hydrographic and elements of photogrammetry
 - traditional
 - total work station
 - aerial
- Plans*** may include:
- specifications
 - sequence of work
 - drawings
 - instructions

Unit Sector(s)

Operational Works